

## **Amending the Title XIX State Plan**

### **What is a State Plan Amendment(SPA)?**

A SPA is the means by which a state changes its Title XIX Medicaid State Plan. Every proposed plan change is submitted to the U.S. Department of Health and Human Services (DHHS) in a SPA.

### **Who can request a SPA?**

Staff in the state agencies that are responsible for Title XIX Medicaid and related programs can request a SPA.

### **Where SPAs submitted?**

Washington's SPAs are sent to the Region 10 (Seattle) Centers for Medicare and Medicaid Services (CMS) for review. Region 10 then forwards SPAs to DHHS for final review and approval.

### **When is a SPA submitted?**

A SPA is submitted when any information in the Plan is no longer current.

### **Who submits a SPA?**

The State Plan Coordinator in the Department of Social and Health Services' (DSHS), Health and Recovery Services Administration (HRSA) submits all SPAs to Region 10 CMS. The Coordinator:

- Maintains the official file;
- Obtains necessary signatures; and
- Coordinates all communications and responses between CMS and state agencies.

### **How do I prepare a SPA for the Coordinator to submit?**

1. Identify the page(s) in the State Plan that need to be amended.
2. Copy and paste those page(s) from the Word version of the Plan on this website to make your own document. Make your changes and highlight them.
3. Contact the State Plan Coordinator at [myersea@dshs.wa.gov](mailto:myersea@dshs.wa.gov) or 360-725-1345. The Coordinator will guide you through the process.